

# St Paul's N.S.

Keelogs, Inver, Co. Donegal

Telephone: 074 97 36416

Email: [stnaulsnskeelogs@gmail.com](mailto:stnaulsnskeelogs@gmail.com)



## APPLICATION FORM FOR ENROLMENT

**We will require an original copy of your child's Birth Certificate for enrolment purposes.  
This will be photocopied and returned to you.**

Child's First Name\* \_\_\_\_\_ Child's Surname\*: \_\_\_\_\_  
*(Children must be enrolled with their names exactly as they appear on their Birth Certificate or Passport)*

Date of Birth\* \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender\*: Male  Female   
*dd/mm/yyyy, e.g. 31/12/2000*

Year of Enrolment 20\_\_\_\_ Class to be enrolled in: \_\_\_\_\_  
*(The year pupil will start) (e.g. Junior Infants/3<sup>rd</sup> Class etc.)*

Home Address\*: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_  
**Eircode:** \_\_\_\_\_

Parish in which child resides: \_\_\_\_\_

Child's P.P.S. No\*: \_\_\_\_\_ Mothers Maiden Name\*: \_\_\_\_\_  
*(both of the above are requested by the Department of Education & Skills)*

With whom does the child normally live: Both Parents- Mother- Father- Other *(please specify)* \_\_\_\_\_

Are there any court orders in place regarding your child? No- Yes- *(if yes, please contact the school with the details)*

No. of children in the family: \_\_\_\_\_ Name of Siblings in school *(if any)*: \_\_\_\_\_

Nationality\*: \_\_\_\_\_

Language Spoken at Home\*: Irish  English  Other   
*(specify):* \_\_\_\_\_

Religion\*: \_\_\_\_\_ Where Baptised: \_\_\_\_\_  
**(Please enclose a copy of baptismal certificate. This will be required for sacramental purposes)**

Name of Family Doctor: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Any other information which may be relevant to this application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SCHOOL TRANSPORT

The Primary School Transport Scheme is a paid for service that supports the transport to and from school of children who reside not less than 3.2 kilometres from and are attending their nearest national school. Parents of a child wishing to avail of school transport services must apply to Bus Éireann. Applications should be made online at [www.buseireann.ie](http://www.buseireann.ie)

**CONTACT DETAILS**

In the event that your child becomes ill during school time, we will contact Parent No. 1 first, then No. 2 and then the Emergency Carer; therefore, please provide the name of a childminder/relative/friend who can be contacted in the event that we are unable to contact the parent(s)/guardian(s). **IT IS VITAL THEREFORE THAT WE ARE ABLE TO CONTACT YOU SHOULD YOUR CHILD BE TAKEN ILL, SO PLEASE ENSURE THAT YOU KEEP THE SCHOOL INFORMED OF ANY CHANGE OF DETAILS.**

<b>Parent No. 1:</b> Name: _____ Relationship (e.g. Mother, Father, etc.): _____ Address: _____ Home Phone: _____ Mobile: _____ Work Phone: _____ Email: _____	<b>Parent No. 2:</b> Name: _____ Relationship (e.g. Mother, Father, etc.): _____ Address: _____ Home Phone: _____ Mobile: _____ Work Phone: _____ Email: _____	<b>Emergency Contact:</b> Name: _____ Relationship (e.g. Mother, Father, etc.): _____ Address: _____ Home Phone: _____ Mobile: _____ Work Phone: _____
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**EDUCATIONAL DETAILS**

**For children starting school, please give details below of any Nursery/Playschool/Montessori, etc. attended:**

Nursery/Playschool attended: \_\_\_\_\_ From (date): \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd/mm/yyyy

**For children transferring from another school, please give details below of previous school attended:**

Name of School: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dates attended:  
 From: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Class: \_\_\_\_\_

Reason for transfer: \_\_\_\_\_

- Please inform your child’s previous school that we require a letter from them under the Education Welfare Act 2000 concerning your child’s attendance.
- We will also need your child’s education progress report from the previous school.

**SIGNATURE OF PARENTS**

***BOTH PARENTS MUST SIGN THIS FORM***

I/We have read, and understood, the school’s Code of Conduct, Anti Bullying and Internet Acceptance Usage Policy (which are attached) and will ensure that my/our child, named overleaf, will abide by them. I/We have filled in the Parental Permission Form. I/we will co-operate with the staff and support the ethos of Scoil Naomh Náille.

I/We confirm that all the above details are correct.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signed: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you attached: Birth Certificate (original)  Baptismal Certificate

\* Information requested by Department of Education & Skills Primary Online Database

**PARENTS/GUARDIANS PERMISSION FORM**

In order to cut down on unnecessary paperwork and simplify record keeping, we have decided to include as many permissions as possible on one sheet. Please read each of the items carefully and tick the relevant box. Not all of these permissions will be relevant this year, but they will possibly be relevant at some stage during your child's time at Scoil Naomh Náille.

If you have any concerns or questions regarding any of the permissions sought, please do not hesitate to contact your child's class Teacher or the Principal.

<b>I hereby give permission for my child in relation to the following:</b>	<b>Yes</b>	<b>No</b>
During the course of each school year, all classes will normally undertake a variety of different activities outside the school premises, e.g. visit the church; football matches; athletics, trips to the AstroTurf at Eany Celtic, school tours, history/educational tours, quizzes and any other activities that arise. When we take the children on these outings, we increase the level of supervision to meet the needs of the particular activity. We are seeking your consent for all these different activities which arise during your child's time here:		
On occasions such as Communion, Confirmation and other school events, local press photographers take group photos of children and in some instances identify the children by name. Do you agree to the school using your child's image in this way?		
From time to time we publish photos of students in local newspapers; engaged in school related activities. This is usually done to publicise various school activities (first day of school, fundraising, sports days, Christmas performances, achievements, etc.). The children will not be individually identified. We are seeking your permission to publish photos of your child:		
With regard to publishing photographs, every effort will be made to facilitate your request when the children are involved in group activities/events. We are seeking permission for your child's name and photograph to be used in relation to publicising school events and activities in our newsletter, website and similar publications. We are also seeking permission for your child's work, achievements and photo to be uploaded onto our school website. At no stage will your child be identified by their full name. Usually, children will only be pictured at a distance and in groups. Any images of your child will be removed from the website when they no longer attend Scoil Naomh Náille, upon written request being made to the Board of Management.		
Do you give permission for your child's photo, name and work to be displayed on the Classroom wall and the school corridors/school hall?		
The school teaches 'Stay Safe' lessons on personal safety & protection and RSE (relationships & sexual education) lessons on developing and changing. Both are recommended and vetted by the Department of Education and Skills. Lessons are developed using suitable content and appropriate language for each class. Can your child participate in these lessons?		
Do you give permission for your child to be taken immediately to a doctor or hospital in case of serious illness/accident? (In a non-emergency it is the school's policy is to inform parents/guardians if their child has had an accident in school which may require them to collect their child and take him/her home or to hospital or doctor). In an emergency it may be necessary to take the child to hospital/doctor and inform parents/guardians afterwards.		
Do you give permission for your child to make his/her First Holy Communion (2 <sup>nd</sup> class)		
Do you give permission for your child to make his/her Confirmation (6 <sup>th</sup> class)		
On occasion we administer various diagnostic/educational tests to discover the educational progress of pupils. Should any concerns arise following these tests we will contact you. Do you agree to this?		
Do you give permission for your child to attend classes with our Special Education Teachers if deemed necessary?		
Do you give permission for your child's name, address, date of birth, your name(s) and telephone number to be given to the H.S.E. for dental/vision screening and immunisation programmes, to our local parish church for sacramental preparation, to sporting bodies for participation in various sporting events, for quiz teams, art competitions. etc. and to secondary schools when children are transferred to second level.		
Computers and internet access in all classrooms give the pupils a very powerful tool for learning. The school has a very comprehensive Acceptable Usage Policy for the use of these tools, and we are asking you to grant consent for your child to use the computers in the school in accordance with those guidelines. We are seeking your consent for your child to access the internet in line with our policies:		
Both Religion and Nationality (ethnic and cultural background) are considered sensitive personal data under the Data Protection Legislation. Therefore we ask your consent for this information to be transferred to the Department of Education and Skills through the Pupil Online Database (POD).		
Do you give permission to the school Principal/Class Teacher to discuss the needs of your child/children with the playgroup leader if transferring from playschool or the School Principal if transferring from/to another school?		

Name of Child \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_



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## Privacy Notice to students (and their parents/guardians)

By enrolling in and attending St. Naul's National School, you acknowledge that your personal data (including special category personal data) shall be processed by St. Naul's National School.

This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights.

If you need more information, please see our Data Protection Policy available at [www.stnaulsns.com](http://www.stnaulsns.com).

### 1. Who we are:

We are Scoil Naomh Náille (St. Naul's National School).

Our address and contact details are Keelogs, Inver, Co. Donegal. Telephone: 074 97 36416.

We provide primary education.

For further information, our Data Protection Policy is available at [www.stnaulsns.com](http://www.stnaulsns.com)

### 2. The information we collect about you

When you are a student with St. Naul's National School, we collect and use your personal data.

The personal data we collect can include information about your identity and contact details; images/photo; family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re fees, fundraising, etc); and other personal data.

Further details of the data we collect about you can be found in our Data Protection Policy.

If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc.

### 3. How we use your information and the legal basis

We use your personal data for purposes including:

*your application for enrolment;*  
*to provide you with appropriate education and support;*  
*to monitor your academic progress;*  
*to care for your health and well-being;*  
*to care for our staff and students;*  
*to process grant applications, fees and scholarships;*  
*to coordinate, evaluate, fund and organise educational programmes;*  
*to comply with our legal obligations as an education body;*  
*to comply with our monitoring and reporting obligations to Government bodies,*  
*to process appeals, resolve disputes, and defend litigation etc.*

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please see our Data Protection Policy available at [www.stnaulsns.com](http://www.stnaulsns.com)

#### **4. Who we share your information with**

We share your personal data with third parties, including other Government bodies.

This includes the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, school pupil management system, standardised testing publishers, etc.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy available at [www.stnaulsns.com](http://www.stnaulsns.com)

#### **5. We do not transfer your personal data to a third country or international organisation.**

#### **6. We do not engage in automated decision making/profiling.**

#### **7. How long we hold your data**

Some personal data is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with St. Naul's National School). For further information on the retention periods, please see our Data Protection Policy available at [www.stnaulsns.com](http://www.stnaulsns.com).

#### **8. You have the following statutory rights that can be exercised at any time:**

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information, please see our Data Protection Policy available at [www.stnaulsns.com](http://www.stnaulsns.com).

#### **9. Contact**

##### **Primary Sector:**

If you would like to discuss anything in this privacy notice, please contact Principal Rory O'Donnell by email at [stnaulsnskeelogs@gmail.com](mailto:stnaulsnskeelogs@gmail.com)